

FULLCOURT JURY  
AVAILABLE MERGE CODES  
For Document Creation

This sample document shows how information is passed from FullCourt™ Jury to a word processing document.

FullCourt Jury data items (data names) which are available are listed in the right column (after the = sign). Exact spelling is required. This sample document is too large to actually be run in the FullCourt interface.

Note that data names and key words do not contain any embedded spaces. Any combination of upper and lower case letters within key words and data names is acceptable, but capitalizing the first letter of each word will aid in the document's readability.

Documents may be printed for a group, panel, or individual juror.

### **Date Formatting**

**All dates** may be formatted in several different ways. To specify the formatting desired, only the end of the data name need be changed. Within this document, each date is only listed once, and what is listed is the "short" format. Note that some of the formats depend upon how the individual PC is setup in the International settings. As examples, for 06/27/1952:

Juror Date of Birth (short)	= JurorDOB	= 06/27/1952
Juror Date of Birth (long)	= JurorDOBLong	= June 27, 1952
Juror Date of Birth (day name)	= JurorDOBDayName	= Friday
Juror Date of Birth (day of month)	= JurorDOBDayOfMonth	= 27
Juror Date of Birth (month)	= JurorDOBMonth	= June
Juror Date of Birth (year)	= JurorDOBYear	= 1952

### **Money Formatting**

**All money amounts** may be formatted in several different ways. To specify the formatting desired, only the end of the data name need be changed. Within this document, each money amount is only listed once, and what is listed is the format for the amount without a dollar sign. As examples, for 123.45:

Disbursement Amount	= PayAmount	= 123.45
Disbursement Amount (w/ \$ sign)	= PayAmountSign	= \$123.45
Disbursement Amount (words)	= PayAmountWords	= One Hundred Twenty-Three and 45/100 dollars

### **Court related information**

Court Name	= CourtName
Mailing Address	= CourtMailingAddress
Street Address	= CourtStreetAddress
City	= CourtCity
County	= CourtCounty
County Number	= CourtCountyNumber
District (The words)	= CourtDistrict
State Abbreviation	= CourtStateAbbreviation
State Name	= CourtStateName
Zip	= CourtZip
Phone	= CourtPhone
Clerk Name	= CourtClerkName
Clerk Title	= CourtClerkTitle
Court Building	= CourtBuilding
Court State Number	= CourtStateNumber
Court Jurisdiction	= CourtJurisdiction

### **Current date information**

Current Date (short)	= TodayDate
Current Date (long)	= TodayDateLong
Current Date (day name)	= TodayDateDayName

Current Date (day of month)	= TodayDateDayofMonth
Current Date (month)	= TodayDateMonth
Current Date (year)	= TodayDateYear

### **Inserting items in the document which FullCourt does not have**

If information is needed which FullCourt can't provide, the document may be instructed to stop and ask for the needed information. As many prompts as needed may be entered for any document. Use the key word "Need Prompt" followed by a description of what is needed, followed by the keyword "End Prompt". Don't put any spaces in "need prompt" or "end prompt", but spaces in the description are OK.

NeedPrompt This Is A Sample Prompt EndPrompt

### **Group related information**

Group name	= GroupName
Group start date	= GroupStartDate
Group end date	= GroupEndDate
Group appear date	= GroupAppearDate
Summons date	= GroupSummonsDate
Group/Juror Order Selected	= GroupOrderSelected

### **Panel related information**

Panel name	= PanelName
Panel start date	= PanelStartDate
Panel end date	= PanelEndDate
Panel/Juror Order Selected	= PanelOrderSelected

### **List vs Multiple Documents**

When a document is produced for a group or a panel, a separate document may be produced for each juror, or a single document with the jurors listed on it may be printed. To create the list format, bracket the juror information to be printed with ListJurors and EndListJurors. To print a separate document for each juror, leave out these two codes.

Example:

```
ListJurors
JurorName      JurorMailingAddress
EndListJurors
```

### **List Related Codes**

These codes may be used if the document is a list of jurors.

Number of jurors listed	= JurorCount
Total expenses for all jurors listed	= JurorTotalCost
Total balance for all jurors listed	= JurorTotalBalance
Transaction period total expenses for listed jurors	= XactionTotalCost
Transaction period total balance for listed jurors	= XactionTotalBalance

### **Juror related information**

Juror Name	= JurorName
Juror Name (Last Name First)	= JurorNameLastFirst
Juror Mailing Address	= JurorMailingAddress
Juror Mailing City	= JurorMailingCity
Juror Mailing State	= JurorMailingState
Juror Mailing Zip	= JurorMailingZip
<i>(if the mailing address is blank then the street address will be used)</i>	
Juror Street Address	= JurorStreetAddress

Juror Street City	= JurorStreetCity
Juror Street State	= JurorStreetState
Juror Street Zip	= JurorStreetZip
Juror Home Phone	= JurorHomePhone
Juror Work Phone	= JurorWorkPhone
Juror Cell Phone	= JurorCellPhone
Juror Date of Birth (short)	= JurorDOB
Juror Sex	= JurorSex
Juror Driver's License	= JurorDriversLicense
Juror Social Security Number	= JurorSSN
Juror Number	= JurorNumber
Juror Date Selected (short)	= JurorDateSelected
Juror Postponement Date (short)	= JurorPostponeDate
Juror Next Eligible Date (short)	= JurorNextEligibleDate
Juror Employer	= JurorEmployer
Juror Employer Mailing Address	= EmployerMailingAddress
Juror Employer Street Address	= EmployerStreetAddress
Juror Employer City	= EmployerCity
Juror Employer State	= EmployerState
Juror Employer Zip	= EmployerZip
Juror Occupation	= JurorOccupation
Juror Position	= JurorPosition
Juror Summons Status	= JurorSummonsStatus
Juror Trial Status	= JurorTrialStatus
Total Mileage for juror	= JurorExpenseMileage
Total Daily expense for juror	= JurorExpenseDaily
Total Half Day expense for juror	= JurorExpenseHalfDay
Total Hourly expense for juror	= JurorExpenseHourly
Total Per Diem expense for juror	= JurorExpensePerDiem
Total Correction of expenses for juror	= JurorExpenseCorrection
Total Paid to juror	= JurorExpensePaid
Total Expense for Juror (mileage + daily + hourly + per diem + corrections)	= JurorExpenseTotal
Total Balance due juror	= JurorExpenseBalance
Total Miles for juror	= JurorExpenseMiles
Total Days for juror	= JurorExpenseDays
Total Days for juror	= JurorExpenseHalfDays
Total Hours for juror	= JurorExpenseHours
Transaction Period Mileage for juror	= JurorXactionMileage
Transaction Period Daily expense for juror	= JurorXactionDaily
Transaction Period Half Day expense for juror	= JurorXactionHalfDay
Transaction Period Hourly expense for juror	= JurorXactionHourly
Transaction Period Per Diem expense for juror	= JurorXactionPerDiem
Transaction Period Correction of expenses for juror	= JurorXactionCorrection
Transaction Period Paid to juror	= JurorXactionPaid
Transaction Period Expense for Juror (mileage + daily + hourly + per diem + corrections)	= JurorXactionTotal
Transaction Period Balance due juror	= JurorXactionBalance
Transaction Period Miles for juror	= JurorXactionMiles
Transaction Period Days for juror	= JurorXactionDays
Transaction Period Days for juror	= JurorXactionHalfDays
Transaction Period Hours for juror	= JurorXactionHours

#### Juror Information Items:

Juror Marital Status	= JurorMaritalStatus
Juror Number Of Children	= JurorQuantityOfChildren
Juror Children Ages	= JurorChildrenAges
Juror English Language	= JurorEnglishLanguage
Juror Years Education	= JurorYearsEducation
Juror Spouse Name	= JurorSpouseName
Juror Spouse Employer	= JurorSpouseEmployer
Juror Spouse Occupation	= JurorSpouseOccupation

Juror Lawsuit	= JurorLawsuit
Juror Lawsuit Type	= JurorTypeLawsuit
Juror Lawsuit Where	= JurorWhereLawsuit
Juror Lawsuit When	= JurorWhenLawsuit
Juror Injury	= JurorInjury
Juror Injury Type	= JurorTypeInjury
Juror Convicted	= JurorConvicted
Juror Convicted Type	= JurorTypeConvicted
Juror Convicted When	= JurorWhenConvicted
Juror Officer Related	= JurorOfficerRelated
Juror Officer Related Name	= JurorOfficerNameRelated
Juror Past Term Juror	= JurorPastTermJuror
Juror Past Term Juror Where	= JurorWherePastTermJuror
Juror Past Term Juror When	= JurorWhenPastTermJuror
Juror Automobile	= JurorAutomobile

### **Disbursement memo information**

All group, panel, and jury codes (except ListJurors and EndListJurors) may be used on a disbursement memo. If a disbursement memo is set up in Document Maintenance, it will be printed any time a disbursement is entered. Codes unique to disbursement memos are:

Payee Name	= PayeeName
Payee Mailing Address	= PayeeMailingAddress
Payee Street Address	= PayeeStreetAddress
Payee Mailing City	= PayeeMailingCity
Payee Street City	= PayeeStreetCity
Payee Mailing State	= PayeeMailingState
Payee Street State	= PayeeStreetState
Payee Mailing Zip	= PayeeMailingZip
Payee Street Zip	= PayeeStreetZip
Disbursement Amount	= PayAmount
Disbursement Date	= PayDate